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7 May 1947

MEMORANDUM FOR ASS'T. DIRECTOR FOR COLLECTION & DISSEMINATION
ASS'T. DIRECTOR FOR REPORTS & ESTIMATES
Deputy ASS'T. DIRECTOR FOR SPECIAL OPERATIONS

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Subject: Suggested Agenda, [REDACTED] Conference 18-24 June.

Attached is a copy of the suggested agenda for the [REDACTED] Conference 18-24 June which you may desire to make available to that individual in your office who will represent CIG at that conference.

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DONALD EDGAR
Chief, ICAPS

NOTED BY:

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

2. Once the problem is identified, the next step is to define the objectives and goals of the project. This helps to clarify what is to be achieved and provides a clear direction for the work.

3. The third step is to develop a plan or strategy to address the problem. This involves breaking down the problem into smaller, manageable tasks and determining the resources and methods needed to complete them.

4. The fourth step is to implement the plan. This involves putting the strategy into action and monitoring progress to ensure that the objectives are being met.

5. The final step is to evaluate the results of the project. This involves assessing the outcomes against the objectives and identifying any lessons learned for future projects.

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